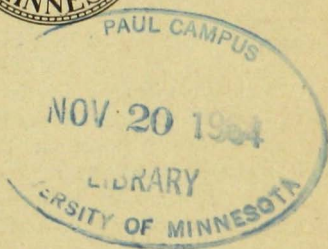


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CORRESPONDENCE STUDY

COURSE IN FARM RECORDS AND FARM MANAGEMENT



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CORRESPONDENCE COURSES IN FARM RECORDS AND FARM MANAGEMENT

AMBITIOUS and forward looking men in every line of business are giving more attention than ever before to learning all that they can from the experience of others. They read trade newspapers, attend conventions, read books, and take correspondence courses when available.

In line with this tendency the Agricultural Extension Division offers a course of six lessons for farmers who are interested in keeping more systematic records and in studying the management side of their farm business. Spare hours devoted to these lessons during the winter should be among the most profitable of the whole year.

Plan

Promptly after sending in an enrollment card, the student will receive the first lesson. He will then prepare a report on it and send it to the instructor. When the report is received, the instructor will answer questions and offer any suggestions that occur to him after carefully examining the report. The student will then receive back his report on the first lesson and also material for the second lesson and so on until the course is completed.

Subject Matter of Lessons

After studying the material in each lesson, the student prepares a report. This report consists of questions designed to show the application of the material in the lesson to the home farm. If the lesson brings to mind questions that are not answered in the regular lesson, the student writes for further information when he sends in his report.

The subject matter of the different lessons is as follows:

1. How to take an inventory. This is followed by the taking of an inventory on the home farm.
2. Entering the items for a year's business in the Extension Division Farm Record Book. A list of items for the opening and closing inventory and of the receipts and purchases for a year will be furnished. These were taken from the records of a Southern Minnesota farmer. The student is expected to enter these items in the farm account book and summarize them to show the labor income earned.
3. Estimating the value of farm products used in the home. Such items as house rent, meat, eggs, milk, wood, etc., furnished by the farm are really a part of the farm income. This lesson consists in preparing an itemized estimate of what these products are worth for a year. Students seem to find this lesson particularly interesting.

4. Studying the crop and livestock features of the farm business. This gives the student an opportunity to consider whether any improvements may be made in his farm plan that would be likely to increase income, and to present these plans to the Extension Division for criticism and suggestions.
5. Studying diversity and size of business as affecting profits. This lesson outlines the general principles involved in determining the balance between crops and livestock. The student, in the report, answers questions as to the application of these principles to the home farm.
6. Sending in the completed and summarized account book for the home farm at the end of the year. Ordinarily one does the first five lessons within two or three months after registering for the course. The sixth lesson is sent in after one has kept a year's records on the home farm.

Order of Lessons

It is not necessary to take the lessons in the foregoing order. If one starts the course between January 1 and April 1, the first lesson should be the one on "Farm Inventories," and the second lesson "How to Keep the Farm Account Book." If one starts in October, November, or early December, several other lessons may be completed before starting the lessons in farm records. This arrangement is made to enable each member of the course to start records on his home farm at a suitable season of the year.

Record Keeping

During the course, each student is expected to keep a year's records on his own farm. The final lesson in each case will consist in summarizing and sending in the completed account book.

Expenses

Instruction is free. Each student is expected to provide himself with two copies of the inexpensive Extension Division Farm Account Book, one for keeping records on the home farm, the other for practice work in connection with Lesson II.

Working in Groups

Any study is more interesting if several congenial people are doing it together. During the winter of 1925-26 one farmers' club took up this correspondence course as a club project. This gave the members an opportunity to talk the lessons over together when they met.

A group of congenial neighbors might register for the course and have meetings at the different homes every two or three weeks. At each meeting, they would go over the material in one lesson and discuss its application to their local conditions.

Time of Starting

One may start at any time.

Certificate

Upon completing the six lessons, the student will receive a suitable certificate.

APPLICATION BLANK

Agricultural Extension Division,
University Farm,
St. Paul, Minn.
Gentlemen :

I hereby make application for enrollment in
the Extension Division Correspondence Course
in "Farm Records and Farm Management."

Yours truly,

Name

Post Office..... R.F.D. No.

State

COUNTY.....